

SUPPLEMENTAL JOB DESCRIPTION

Classification: Building Service Worker II

Function Code: 1252-077

Position Title: Building Service Worker II

Date Established: 7/1/50

Position Number: 9Temp

Date of Last Amendment:

SCOPE OF WORK: To perform routine manual custodial work in State Liquor Stores.

ACCOUNTABILITIES:

- Clean lavatories, replenish supplies and dispose of wastepaper.
- Cuts grass, trim hedges, sweeps and cleans walkway.
- Shovels snow and keeps walkways clean.
- Mops, scrubs floors, pick up trash in the store and outside premises.

MINIMUM QUALIFICATIONS: As listed in the job and class specifications

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: _____

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Reviewed